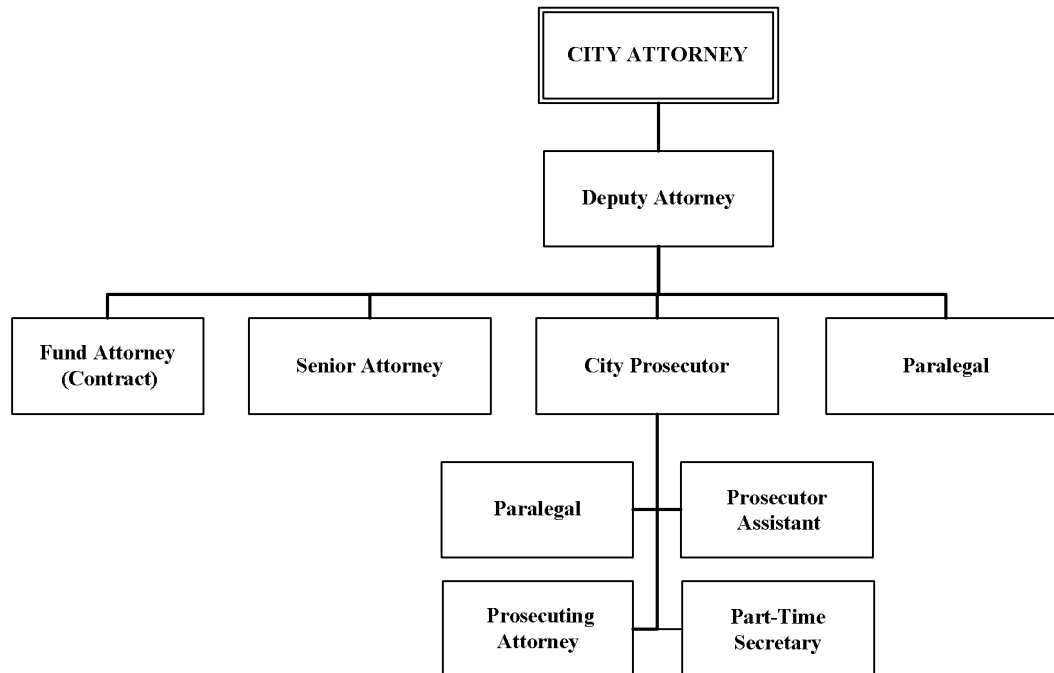


## **Department Organization**

## **City Attorney**



## **Department Description**

The City Attorney is the chief legal officer of the city and is responsible for the proper administration of its legal affairs. He, or his designated assistants, have the following functions and duties:

- (1) Prosecute all charges of violation of municipal ordinances and regulations in the courts or administrative tribunals and prosecute and defend, or supervise the prosecution and defense, of all actions and appeals involving the city in all courts and before all boards, commissions, and administrative agencies.
- (2) Attend all Council meetings, unless specifically excused therefrom.
- (3) Furnish legal advice, counsel, and assistance to the Mayor, Council, and all other city officers, boards, commissions, and agencies in relation to their duties and the business of the city.
- (4) Control and direct all legal services performed by special counsel for the city, who may be retained from time to time to assist the City Attorney in providing legal services for the city; provided, however, that the City Attorney shall not be responsible in any way for counsel who (a) has not been specifically retained by the City Attorney; (b) is not paid from funds controlled by the City Attorney; and (c) is not under the actual direction of the City Attorney's office.
- (5) Assume direction of assistants and the employees of the office, subject to the limitations and requirements of the budget, appropriations, and applicable statute and ordinances.
- (6) Prepare or review all proposed ordinances and resolutions presented to the Mayor or City Council.
- (7) Approve the form of all contracts entered into by the municipality.
- (8) Prepare the necessary affidavits and verification on behalf of the city in any and all proceedings.

## **Department Mission**

It is the objective of the City Attorney's office to serve Sandy City through the practice of law according to the highest professional standards.



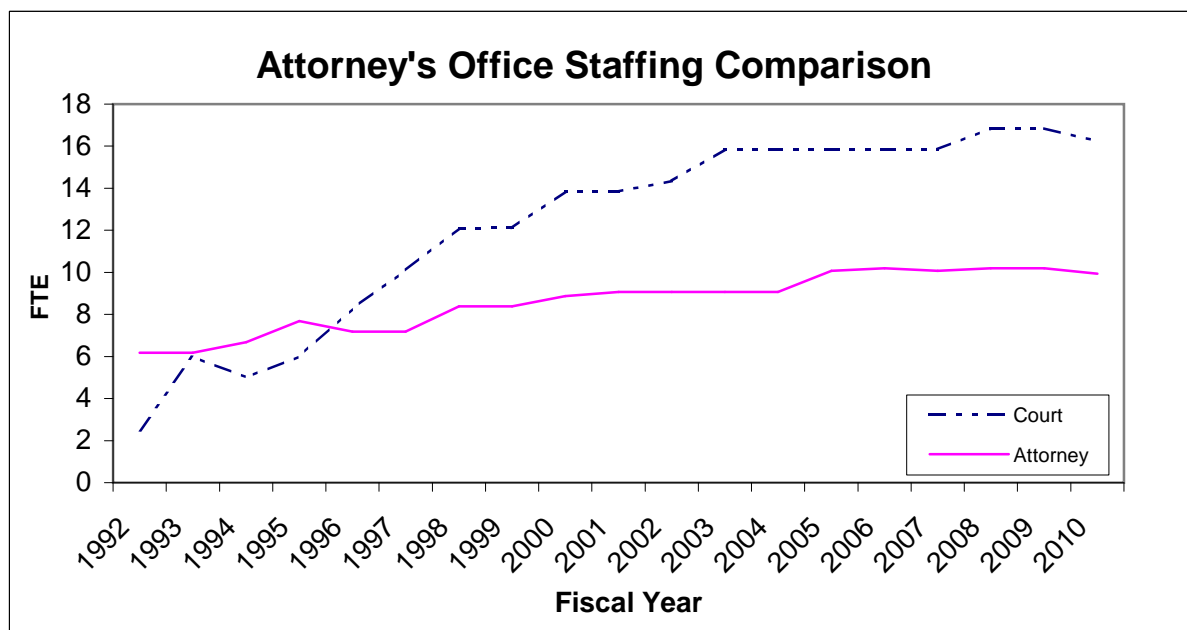
- Decrease liability exposure through increase emphasis on early risk avoidance.
- Increase coordination between prosecution and evolving grant and community services.
- Maintained rate of staff growth below court expansion levels.
- Reduce costs through increased office efficiencies.

## Five-year Accomplishments

- Maintained rate of staff growth below court expansion levels.
- Coordinated computerized information systems with courts and police.
- Reduced reliance on outside prosecution services.
- Retained a highly trained and efficient professional staff.
- Relocated the prosecution office to the justice center.
- Provided legal support for school district transition.

## Performance Measures & Analysis

Expansion of justice court staff and programs increase demands on prosecution staff. Future court growth will require equivalent expansion of prosecution staff.



## Significant Budget Issues

- 1 Seasonal FTE's** - Due to budget cuts, seasonal FTE's have been reduced for FY 2010.

# Budget Information

# City Attorney

Department 14	2006 Actual	2007 Actual	2008 Actual	2009 Estimated	2010 Approved
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 982,991	\$ 1,025,967	\$ 1,083,975	\$ 1,114,531	\$ 1,040,815
Administrative Charges					
31411 Redevelopment Agency	490	-	1,579	3,122	1,413
31412 Water	66,832	70,959	47,373	48,298	62,035
31413 Waste Collection	3,346	735	-	1,877	-
31415 Information Services	682	-	1,030	1,022	6,575
31416 Storm Water	12,005	12,916	17,974	17,897	18,340
31417 Alta Canyon Sports Center	1,166	706	1,201	681	726
31418 Golf	-	625	329	320	396
31419 Sandy Arts Guild	-	93	-	73	-
314110 Recreation	-	362	567	157	-
314111 Risk Management	-	19,442	20,144	12,744	20,015
<b>Total Financing Sources</b>	<b>\$ 1,067,512</b>	<b>\$ 1,131,805</b>	<b>\$ 1,174,172</b>	<b>\$ 1,200,722</b>	<b>\$ 1,150,315</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 727,734	\$ 783,656	\$ 813,418	\$ 830,979	\$ 790,350
411113 Vacation Accrual	1,672	1,677	6,692	4,856	-
411121 Seasonal Pay	19,394	12,840	9,641	5,058	16,180
411131 Overtime/Gap	-	89	-	-	-
411211 Variable Benefits	155,273	166,030	172,710	175,191	167,836
411213 Fixed Benefits	64,229	71,254	73,441	79,020	84,144
411214 Retiree Health Benefit	8,076	6,683	3,588	10,713	9,264
41131 Vehicle Allowance	9,697	10,685	10,713	11,148	11,148
41132 Mileage Reimbursement	359	510	573	800	600
41135 Phone Allowance	482	480	482	480	480
4121 Books, Sub. & Memberships	10,266	13,483	6,155	7,000	6,500
41231 Travel	5,771	7,704	7,394	2,500	2,500
41232 Meetings	2,602	2,680	2,794	900	900
41234 Education	1,776	-	841	20	20
41235 Training	2,450	962	794	1,000	1,000
412400 Office Supplies	7,742	7,468	6,908	4,900	6,400
412440 Computer Supplies	110	-	1,517	2,382	1,582
412511 Equipment O & M	-	620	72	688	688
412611 Telephone	3,208	4,208	4,520	6,354	6,893
41331 Litigation/Legal Services	1,285	14	1,050	5,601	753
41332 Prosecution Services	2,351	921	370	7,132	132
41379 Professional Services	4,255	660	2,952	4,000	4,000
414111 IS Charges	30,757	36,816	40,573	40,000	38,945
4174 Equipment	8,023	2,365	6,974	-	-
<b>Total Financing Uses</b>	<b>\$ 1,067,512</b>	<b>\$ 1,131,805</b>	<b>\$ 1,174,172</b>	<b>\$ 1,200,722</b>	<b>\$ 1,150,315</b>

**Budget Information (cont.)**
**City Attorney**

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2008	FY 2009	FY 2010
<b>Appointed - Category 1:</b>					
City Attorney	\$ 3,320.80	\$ 5,230.30	1.00	1.00	1.00
Deputy City Attorney*	\$ 2,913.60	\$ 4,588.90	1.00	1.00	1.00
<b>Appointed - Category 2:</b>					
City Prosecutor*	\$ 2,582.40	\$ 4,067.30	1.00	1.00	1.00
<b>Appointed - Category 3:</b>					
Contract Attorney	\$ 34.69	\$ 54.64	1.00	1.00	1.00
<b>Regular:</b>					
Senior Attorney	\$ 2,405.60	\$ 3,788.80	1.00	1.00	1.00
Assistant City Attorney / Prosecutor	\$ 2,086.40	\$ 3,286.10	1.00	1.00	1.00
Paralegal	\$ 1,345.60	\$ 2,119.30	2.00	2.00	2.00
Prosecutor Assistant	\$ 1,168.80	\$ 1,840.90	1.00	1.00	1.00
<b>Part-time:</b>					
Secretary	\$ 11.80	\$ 18.59	0.80	0.80	0.80
<b>Seasonal:</b>			0.40	0.40	0.28
Prosecutor Assistant	\$ 15.93	\$ 25.49			
Law Clerk	\$ 9.43	\$ 15.08			
Office Aid	\$ 7.25	\$ 11.60			
<b>Total FTEs</b>			10.20	10.20	10.08

\*Current incumbent has Regular Employee status. Upon attrition, new hire will have Appointed status.

**1**

